

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Thursday, October 15, 2009

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

****Please Bring Budget Book**** **(Combined Regular & Budget Meeting)**

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of September 24, 2009.
1. Review minutes of:
 - a) Facility Master Plan Subcommittee (9/17/09).
 - b) Housing Authority (9/21/09).

Communications

2. Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty. (Held for one month.)
3. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Held for one month).

Corporation Counsel

4. Record Retention. (Held for one month).

Dept. of Administration

5. Budget Status Financial Report for Dept of Administration & Information Services for August 31, 2009.
6. 2009 Budget Transfer Log.
7. Grant Application Approval Log for October.

Human Resources

8. Budget Status Financial Report for August 31, 2009.
9. Activity Report for September 2009.
10. Health Reimbursement Account (HRA) Recommendation.
11. Ordinance re: To Amend "Schedule A – Records Retention Schedule – Personnel" Appended to Section 3.15 of the Brown County Code.
12. Resolution re: Approving New or Deleted Positions During the 2010 Budget Process (Department of Administration).

13. Resolution re: Approving New or Deleted Positions During the 2010 Budget Process (Human Resources Department).
14. Resolution re: Approving New or Deleted Positions During the 2010 Budget Process (Facility & Park Management Department).
15. Resolution re: Change in Table Organization Sheriff's Department (Transfer Accountant position from the Sheriff's Department to the Department of Administration.)

Facility Management

16. Budget Status Financial Report for August 31, 2009.
17. Approval of contract to La Plant Roofing and Construction for \$108,984 to replace roofs at Barkhausen and Shelter Care (Bid Tabulation and Bid Analysis attached).

Treasurer

18. Treasurer's Financial Report for the Months of July & August.
19. Budget Status Financial Report for August 31, 2009.
20. Bid Opening on Tax Deeds Sales.

County Clerk No agenda items.

Child Support No agenda items.

Other

21. Audit of bills.

BUDGET REVIEW

REVIEW OF 2010 DEPARTMENT BUDGET

22. **County Clerk** - Review of 2010 department budget.
23. **Corporation Counsel** - Review of 2010 department budget.
24. **Child Support** - Review of 2010 department budget.
25. **Facility Management** - Review of 2010 department budget.
26. **Dept. of Administration** - Review of 2010 department budget.
27. **Human Resources** - Review of 2010 department budget.
28. **Treasurer** - Review of 2010 department budget.

Year 2010 Nondivisional Budgets Review

29. Debt Service Fund.
30. Capital Projects.
31. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.
32. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Word97/agendas/admin/October15_2009.doc

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, September 24, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Supervisors Tom Lund, Patty Hoeft, Tony Theisen, Andy Williams
Excused: Supervisor Jack Krueger.
Also Present: Executive Hinz, Jayme Sellen, Bill Dowell, Darlene Marcelle, Sandy Juno, Lynn VandenLangenberg, Jeff Oudeans,

- I. Call to Order:
The meeting was called to order by Chair Lund at 5:30 p.m.

- II. Approve/Modify Agenda:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO TAKE ITEM #3 BEFORE #2 AND OMIT ITM #34. Vote taken. MOTION CARRIED UNANIMOUSLY.

- III. Approve/modify minutes of August 27, 2009.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review of Minutes
a. Housing Authority (8/17/09).

Supervisor Theisen stated that the approval at County Board to have the Housing Authority close the waiting list and not take any more applications until the list was significantly reduced, to date, the Housing Authority had not received formal notice of the request so it had not been added to their agenda.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Although shown in proper format, item #3 was taken at this time.

Communications

2. Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty.

Supervisor Andrews stated that it had occurred to her when writing item #3 that it doesn't always help her to know what is going on within the departments that report to the committees she serves. Until she looked back at the other committees it was realized that every department had budget shortfalls this year. She stated that if each committee acts independently of each other without knowing what can be done, they are likely to come to a far less useful decision on

how to fix the problem then they might if they knew what was going on with everyone. Andrews suggested having a report on the state of the budget for the entire County under the County Executive's report at the County Board meeting. This would include red flagged items and the explanations for it. She stated that supervisors can't always get to every meeting and a lot of time supervisors aren't getting the reasons departments are going over unless you are at the meeting. The minutes are good but incomplete and there is no opportunity to ask questions if you are reading the minutes. She felt this would give a broader perspective. It is their job to do the budget and they need to pick a much more hands on approach with what is going on. Andrews would like to see in the future this info available to everyone and on the County website. She would like it to be easily accessible and easy to understand to allow input from constituents. Andrews would also like to look at years over time to develop better forecasting models to predict.

Supervisor Theisen responded that it would be nice to have a summary of the budget. When speaking about input from constituents he stated that it comes in two parts. You hear from people that say my taxes are too high, you are spending too much money and they expect their supervisor to find ways to cut. That is very general input. People that want you to spend more money are typically involved in some project within a department and they feel it's their supervisor's job to find the money to fund it. That input is very specific. Andrews stated there is a third group of people out there and they just want to know what is going on and what satisfies them is having more easily accessible information.

Supervisor Williams felt that needs of understanding is the highest priority. He felt that they did not need to get into the numbers but simple information is key. If departments are over, there should be some detail as to why. Placing this information on the internet would also force departments to be more responsive as well. Once a problem starts to show, as supervisors, they have that duty to know when to start working on a certain area.

Andrews stated that at the beginning of this board, they were accused of acting in secret because a majority of people voted to have a secret ballot to elect a chair. She stated if you can't get a hold of the data you can't keep a check on your government and we act in secret when we don't make things understandable for the people that we are asking for. She discovered that when she decided to run for office, when she was searching for facts so she could say if her opinion was justified. The more she searched, the more she found it was difficult to hunt down what you want.

Supervisor Hoeft believed that there were a number of examples and models across the country that they could begin to look at to improve access. They could search other county websites to look for examples on providing information to constituents about how their government is performing. She stated that Brown County is currently pursuing strategic planning under the County Executives leadership. They are trying to move toward monitoring work by performance and looking at ways to measure what is done. The budgeting process is a line item. There are different kinds of budgeting and she thought there are some governments that have gone to performance based budgeting which is easier for a citizen to find out what they are getting for their tax dollars. They can continue developing the website more to become a tool for people to get access. Hoeft felt Andrews's initiative was great and sparks interest or a desire to move at finding a way to tell people what we do.

Chair Lund felt this was important and felt they should formalize the process and have a report on the status of the county budget as a whole at the County Board meeting but from the Director of Administration. There should be a short report on what is going on and if action needs to be taken then they can figure out what they have to do. That would make the County

Board more accountable to the budget process. Hoeft responded that looking at the budget to watch the bottom line is fine and is an easy way to measure if they are successful, as long as they don't go over the bottom line, but it doesn't have anything to do with if they are being efficient or effective in doing what they say they are doing.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

Supervisor Hoeft arrived at 5:49 p.m.

3. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets.

Supervisor Andrews sensed that too much discretion is being allowed and the department heads are guessing what the Supervisors want to hear. She would like to see that when there is a problem, such as budget shortfall, that departments are asking themselves, what do the supervisors need to know in order to see that this is corrected in the future. Andrews felt that department heads could pull up their budget and note what areas they are over in. This would give the committee members more detail and a list of expectations. More info would also allow staff to have what they need in order to answer questions from the committee. She suggested forwarding this to the finance department first to have Director of Administration, Lynn Vanden Langenberg, make reference of where money can be taken from. This will give the committees the information they need before them to make decisions and handle things expeditiously. She felt this would also allow everyone to figure out a process figuring out what it is that everyone needs to know. Andrews would like for supervisors to give their input, whether it be through a questionnaire as to what information they would like to know.

Supervisor Williams questioned what would happen if the department head is not in attendance. Andrews responded that if they set expectations that in order for the committee to make a decision, they need the information requested and if staff is not available, then the item should be held. Unless it was an emergency, to move forward, the committee needs to be provided with good information where the committee was able to make a good decision. Good information leads to good decisions.

Supervisor Theisen agreed with the statement, more info the better it is to make a decision.

Chair Lund stated that this was the intent when they requested each department to provide a monthly budget status financial report. He felt that these reports have become a set of numbers and people have not owned up the fact that they are going to be over budget. He felt that if anyone is over budget in any area that it needs to be red flagged. The departments need to state why they are over and explain what they are going to do to try to get back into budget, possibly working with another department that is under budget to balance the books ahead of time. This will decrease the need to take money out of the general fund.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO REFER THIS COMMUNICATION TO EACH STANDING COMMITTEE. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY

SUPERVISOR THEISEN TO HOLD FOR ONE MONTH FOR MORE INFORMATION FROM SUPERVISOR ANDREWS. Vote taken. MOTION CARRIED UNANIMOUSLY.

Back to item #2 at this time.

Corporation Counsel

4. Record Retention report:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

Treasurer

5. Budget Status Financial Reports for June and July 2009:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. Treasurer's Financial Report for the Month of June:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

County Clerk

7. Budget Status Financial Report for August 31, 2009.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).

County Clerk, Darlene Marcelle, stated that her office contracts with 13 municipalities for the statewide voter registration information which is mandated through the Help America Vote Act and the State.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO SUSPEND THE RULES TO TAKE 8-20 TOGETHER. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Holland for the Statewide Voter Registration System.

10. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Humboldt for the Statewide Voter Registration System.

11. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Lawrence for the Statewide Voter Registration System.
12. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Morrison and for the Statewide Voter Registration System.
13. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County & the Town of New Denmark for the Statewide Voter Registration System.
14. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Pittsfield for the Statewide Voter Registration System.
15. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Glenmore for the Statewide Voter Registration System.
16. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Green Bay for the Statewide Voter Registration System.

The numbers under the 2010-2011 Agreement Expense-Clerk Typist I (LTE) should be corrected as follows: 2010 – Four Elections: \$1,658.16 (not \$1,260.00 as listed) and 2011 – Two Elections: \$829.08 (not \$630.00 as listed). A copy of the correction was provided and handed out (attached).

17. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Rockland for the Statewide Voter Registration System.
18. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Wrightstown for the Statewide Voter Registration System.
19. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Denmark for the Statewide Voter Registration System.
20. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Pulaski for the Statewide Voter Registration System.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE WITH THE NOTED CORRECTION TO ITEM #16. Vote taken. MOTION CARRIED UNANIMOUSLY.

Facility & Park Management

21. Budget Status Financial Report for August 2009:
The August financials were unavailable; July financials were handed out (attached).
Dowell stated that it is thought that there will be some savings at the end of the year.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE BUDGET STATUS FINANCIAL REPORT FOR JULY 2009. Vote taken. MOTION CARRIED UNANIMOUSLY.

22. Courthouse Roof Plan Discussion.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY

**SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

23. RFP for Courthouse Remodeling:

Dowell stated that this is a project that was budgeted for this year and it combines two projects, one being the renovation of the Law Library and the other, a remodel of the Clerk of Courts. The project is scheduled to start in January.

**A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY
SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED
UNANIMOUSLY.**

Human Resources

24. Budget Status Financial Report for July 31, 2009.

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY
SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

25. Human Resources Activity Report for August 2009.

**A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY
SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

Dept. of Administration

26. 2009 Budget Transfer Log:

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY
SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED
UNANIMOUSLY.**

27. Grant Application Approval Log:

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY
SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED
UNANIMOUSLY.**

28. Administration - Budget Status Financial Report for July 31, 2009:

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY
SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

29. Information Services - Budget Status Financial Report for July 31, 2009:

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY
SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

30. Request for Budget Transfer (#09-76): Interdepartmental Transfer:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

31. Director's Report:

Director of Administration Lynn Vanden Langenberg reported that they had been putting in a lot of hours into the budget stating that this year was a little more challenging with the new system but they had a lot of new reports that they had to write. The budget will be available by October 1st and she will provide the supervisors with a schedule of when she plans to hold 2010 Budget Overviews. She stated if supervisors are unable to attend those meetings she'd be willing to schedule a time to meet.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Child Support Agency

32. Budget Status Financial Report for July 2009:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

33. Request for Budget Transfer (#09-77): Increase in Expenditures with Offsetting Increase in Revenue:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

34. Register of Deeds – Budget Financial Report for July 2009:

This item was omitted.

Other

35. Discussion re: November and December meeting dates:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO HOLD THE NOVEMBER MEETING ON THE 18TH AND THE DECEMBER MEETING ON THE 22ND, BOTH AT 5:30 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

36. Audit of bills:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

37. Such other matters as authorized by law. None.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to adjourn at 6:30 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

#16 correction.

October 21, 2009

THEREFORE, the Town of Green Bay directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Green Bay fulfilling its HAVA requirements.

Fiscal Impact: None

2010-2011 Agreement	2010 – Four Elections	2011 – Two Elections
Revenue- Chargeback	\$1658.16	\$829.08
Expense-Clerk Typist I (LTE)	(\$1260.00)	(\$630.00)

(1658.16)

(829.08)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY: _____
Tom Hinz, Brown County Executive

DATED: _____

Final Draft Approved by Corporation Counsel

(16)

TH

**Brown County
Facilities Management
Budget Status Report
7/31/2009**

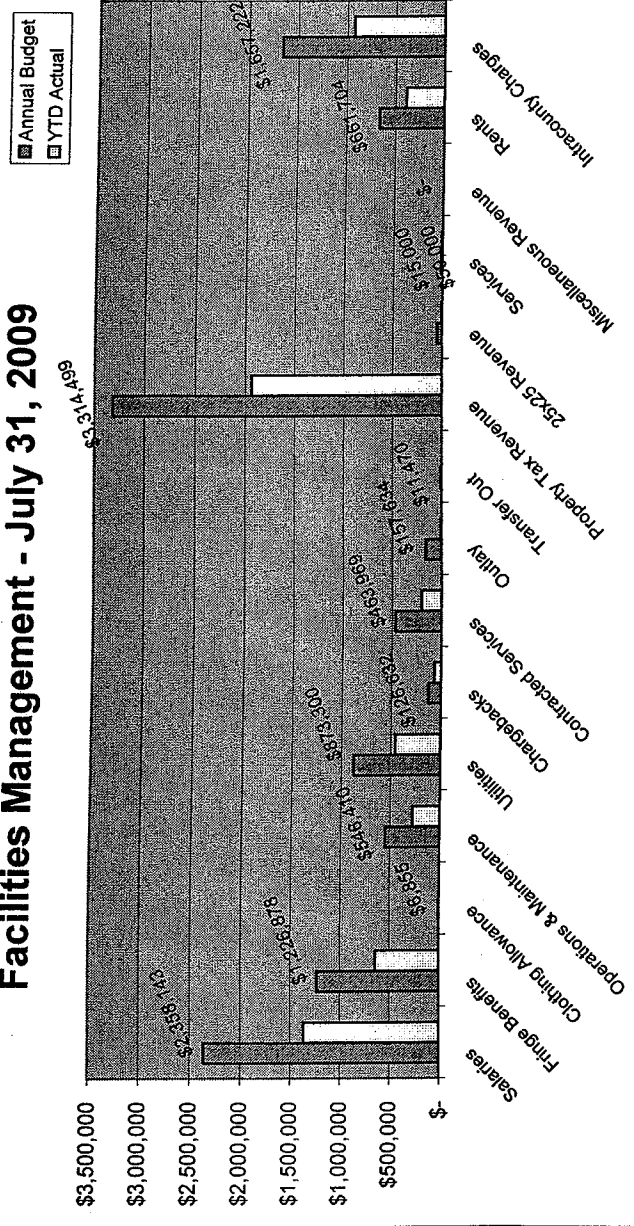
	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,358,143	\$ 1,361,126	57.72%
Fringe Benefits	\$ 1,226,878	\$ 637,907	51.99%
Clothing Allowance	\$ 6,855	\$ 1,293	18.86%
Operations & Maintenance	\$ 546,410	\$ 273,873	50.12%
Utilities	\$ 873,300	\$ 454,154	52.00%
Chargebacks	\$ 126,632	\$ 68,440	54.05%
Contracted Services	\$ 463,969	\$ 198,336	42.75%
Outlay	\$ 157,834	\$ 11,180	7.08%
Transfer Out	\$ 11,470	\$ -	0.00%
Property Tax Revenue	\$ 3,314,499	\$ 1,933,456	58.33%
25x25 Revenue	\$ 50,000	\$ 6,839	13.68%
Services	\$ 15,000	\$ 8,750	58.33%
Miscellaneous Revenue	\$ -	\$ 1,537	
Rents	\$ 661,704	\$ 386,095	58.35%
Intracounty Charges	\$ 1,657,222	\$ 922,196	55.65%
Transfer In	\$ 72,866	\$ 64,234	88.15%

HIGHLIGHTS: Unaudited results

Expenses: We are on track to meet our annual budget.

Revenues: We are on track to meet our annual budget.

Facilities Management - July 31, 2009



**PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Thursday, September 17, 2009, at 5:15 p.m. in Room 201 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Carole Andrews, Mike Fleck, Jack Krueger, Pat Wetzel, Adam Warpinski.

Also Present: Bill Dowell, Chuck Lamine, Peter Schleinz.

(NOTE: The first audio tape was inaudible.)

1. CALL TO ORDER:

The meeting was called to order by Chair Adam Warpinski at 5:17 p.m.

2. APPROVE/MODIFY AGENDA:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR FLECK TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. APPROVE/MODIFY MINUTES OF July 7, 2009:

A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. REVIEW AND DISCUSS SPACE NEEDS ANALYSIS SURVEYS –
ADMINISTRATION DEPARTMENT:

Chuck Lamine, Planning Director, distributed an updated draft of department interviews (copies attached). Mr. Lamine noted that not all departments had responded yet to the request for update. He will e-mail the completed packet to the Subcommittee members before the October meeting.

General discussion ensued concerning some of the departments' needs. It was agreed by Subcommittee members that this information would be reviewed and discussed further at the October meeting.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ANDREWS TO HOLD UNTIL NEXT MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. REVIEW OF ENERGY TASK FORCE:

Bill Dowell, Facility Management Director, distributed and reviewed the draft of the Brown County Sustainability Plan (copy attached). Mr. Dowell explained that the focus of this Plan was to reduce 25 percent of Brown County's electricity and fuel costs by the year 2025. He stated that the final Plan should be available for the November meeting.

Mr. Lamine distributed and reviewed the "EECBG (Energy Efficiency and Conservation Block Grants) Activity Worksheet" and the "Energy Project Funding" summary (copies attached). He noted that on all of the projects Brown County is matching dollars with WI Focus on Energy grants to maximize other resources for match. He said he is continuing to investigate other opportunities and partnerships.

When asked by Supervisor Krueger, Mr. Dowell said he will provide the payback information in the final presentation. Supervisor Krueger indicated that he recently learned the importance of the timeliness of filing reports. Mr. Lamine agreed and relayed a particular incident that required a 2-day turn-around to receive funding in this budget year; he credited Senior Planner Aaron Schuette and Mr. Dowell's staff for the successful response.

When asked by Supervisor Fleck, Mr. Lamine stated that he had not received a recent update on the gasification project with the Oneida Tribe of Indians at the transfer station on the West Side. Supervisor Krueger opined that Brown County needs to partner with others when possible because of the reduction in revenues.

6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

Next meeting to be Thursday, October 22, 2009, @ 5:15 p.m.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WETZEL TO ADJOURN AT 6:08 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

Complete minutes w/attachments are available online or in Cty Clerks ofc.

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 21, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Rich Aicher.

MEMBERS EXCUSED: Paul Kendle

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, Anne May Steffel, DonElla Payne, Matt Roberts, Chip Law.

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 17, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick and seconded by M. Welch to approve the minutes from the August 17, 2009, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. September 2, 2009, letter from Astar Capital Management, Inc. regarding the Port Plaza Relocation.

R. Strong stated that the Authority provided project based vouchers to relocate the tenants of Port Plaza Towers to two new projects that are being built. Woodland Park Apartments will be located at 2809 University Avenue and provide 80 units and Trail Creek Apartments will be located at Berger and Morrow Street and provide 70 units. Construction should begin approximately November of this year with an anticipated opening for the winter of 2011.

R. Strong stated that this letter is to let the Authority know that things are moving in the right direction and is to be received and placed on file.

3. Receipt of BCHA financial audit for the 12-month period, ending December 31, 2008.

A. Steffel distributed copies of the audit to the members. She stated that the finding for this year is a carryover from last year. One previous finding dealt with the monthly oversight of our bank records. That has been cleared up by having the accountant sit with the Housing Administrator or Rob Strong and go over the financial reconciliations on a monthly basis. The second finding, which carried

over, was the financial statement preparation. That will be an ongoing finding as we don't want to pay an outside person to prepare those monthly. We only do that once a year because it is not cost effective. Other than that we are in good standing.

D. Hallet questioned if we have received approximately \$21,264.00 from the Mutual Housing Association that was from the Home Program.

A. Steffel stated that she would check on that but she is pretty sure it has been received. She does remember an amount of around \$21,000.00 being received last October.

D. Hallet stated that it is her understanding that as homeowners pay back on their notes, there would be money given back to the BCHA in the future. She could not remember how often the money was supposed to be paid back to the BCHA.

R. Strong stated that he would have to check on what the agreement says. Some CHDO funds can be kept by the CHDO to do new housing projects.

R. Aicher asked for clarification if the only finding for 2008 is the carryover from 2007.

A. Steffel responded that is correct. It is not cost effective to pay an outside person to do financial statement preparation when there is not a lot of activity except for the Section 8 program, which we monitor very closely. When K. Pamperin was the Housing Administrator he felt it was acceptable to keep things the way they are since there had been no problems. However, if the Authority feels it is warranted to look into having someone from the outside do this, we could look into that.

R. Aicher explained that the way the response is worded sounds like we have a resolution for the finding, but in actuality it will continue on. He wants to make sure everyone understands that.

R. Strong stated that staff could talk with the auditor to see if there is some middle of the road step that could be taken that isn't being done now that would help correct the finding.

A. Steffel stated that the auditors will be here next week for the GBHA audit. The GBHA has that same finding so we may want to ask the auditor the question for both the BHCA and GBHA.

The Authority was informed that A. Steffel had taken a position with HUD and would be leaving. R. Strong expressed his thanks to A. Steffel for the work that she has done and informed the Authority that he is going to Personnel to try and have the position filled.

PUBLIC HEARING:

4. Public hearing to receive input on the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan.

R. Hallet stated that the BCHA is required to submit a Five-Year and Annual PHA Plan. This public hearing provides an opportunity for the public to give their input before the plans are submitted.

R. Hallet stated that she would like to move item number 9 to coincide with item 4. She would give an overview of the plan and if there are any comments from the public they could provide them at that time.

A motion was made by T. Diedrick and seconded by R. Aicher to move item 9 to be heard with item 4. Motion carried.

After the overview of the plan, R. Strong stated that the floor was open for public comment. He asked three times if there was anyone present who wished to address the hearing. There was no one present who wished to address the hearing.

9. Review and action on the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan.

R. Hallet referenced the attachment to the agenda packet, which is the PHA 5-Year and Annual Plan required by HUD. She stated that she would point out the most relevant parts:

5.1 is the mission statement, which is to ensure that all residents of Brown County have the opportunity for safe, affordable housing.

5.2 reviews the upcoming goals and objectives for the PHA 5-Year Plan. She asked if there was any input on these goals and hearing none at this time, moved on to the next relevant section.

6.0 identifies the areas of the plan that have been revised by the PHA since its last Annual Plan submission.

7.0 talks about both Homeownership Programs and Project-based Vouchers. This basically summarizes what programs the BCHA has available to assist with homeownership. This section expresses the BCHA's wishes to continue to use and promote Project-based Vouchers for designation of up to 500 units.

9.0 talks about housing needs that were summarized by the City of Green Bay's Consolidated/Strategic Plan as well as the State of Wisconsin, Department of Commerce, Consolidated Plan for housing. The housing needs are broken down into five different categories.

9.1 takes the five different categories of needs and identifies the strategies for addressing those needs.

10.0 lists the goals from the previous 5-year plan as well as the progress made on these goals over the 5 years.

R. Hallet stated that attached to the plan is a summary of responses from the Resident Advisory Meeting, which was held on September 8th. Also attached is the State of Wisconsin Consolidated Plan and Certification Form along with the PHA Certifications of Compliance with PHA Plans and Related Regulations. She explained that the Annual Plan and 5-Year Plan are together in the same format. There is nothing separate for the Annual Plan when it is the year to submit the 5-Year Plan.

R. Aicher stated that on page 2 of 2 for the PHA Certifications of Compliance with PHA Plans and Related Regulations only the line for 5-Year PHA Plan for Fiscal Years 2010-2014 is checked but not Annual PHA Plan for Fiscal Years 20__ - 20__, and questioned if that should also be checked.

D. Payne stated that on page 1 of the PHA 5-Year and Annual Plan in section 3.0, you need to select the submission type and 5-Year and Annual Plan has been selected. The annual plans are not separated until the second year of the five years. Everything is incorporated into one at this point and then annually you break down what you have accomplished toward the 5-Year Plan.

R. Hallet stated that prior to leaving ICS she worked on this plan and DonElla and other staff at ICS have been working on it since her departure and she is very confident that nothing is missing that needs to be submitted for the annual portion of this and everything that is needed is here.

D. Payne explained that originally the form from HUD is two pages, but as you add your information and answer the questions, it expands the form but doesn't automatically update the page numbering to reflect the actual number of pages you are submitting on their two page form.

R. Aicher stated that he doesn't see anything referencing fraud and the work being put into that. He suggested adding a goal for integrity of the program and then bullet points talking about the investigations and work being done.

No comments were made by the public and so a motion was made by R. Aicher and seconded by T. Diedrick to approve the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan with the amendment of the goals. Motion carried.

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program.
 - A. Preliminary Applications

- D. Payne stated that there were 161 preliminary applications received by ICS for the month of August.
- B. Housing Assistance Payments
D. Payne stated that the HAP for August was \$1,030,824.00
- C. Housing Assistance Unit Count
D. Payne stated that the unit count was at 2714.
- D. Housing Quality Standard Inspection Compliance
M. Roberts stated that the initial inspections pass rate jumped 5%. The re-evaluation inspections passing rate did drop from 30.79% to 23.82%. The fail rate has stabilized at around 33.51%.
- E. Housing Choice Voucher Administrative Costs and HUD 52681B
C. Law stated that they are still \$30,646.40 under budget this year. They are fully staffed at this point so he does not believe this number will rise and that the number should actually drop, which is typical.
- F. SEMAP Monitoring Report
D. Payne stated that the SEMAP score is still a high performer.
- G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
D. Payne stated that for the month of August there are 101 clients, of which, 38 have escrow accounts and 2 graduated. There are no new contracts.
- H. Report on the Housing Choice Voucher Home Ownership Option.
D. Payne stated that the client count is 95.
6. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.
- D. Payne stated that there were 13 investigations opened in August. Three were closed as substantiated, 1 was closed as unable to substantiate, and 9 investigations remain open.

The Authority has asked that on the spreadsheets that are submitted by Langan Investigations, that they leave apartment unit numbers off the spreadsheet. They do like having the street name and location i.e. Green Bay, Howard, etc.

OLD BUSINESS:

7. Preview and feedback on presentation of Housing Choice Voucher Program for County Board of Supervisors at their October 21, 2009, meeting.
- F. Hallet stated that at the last BCHA meeting it was discussed that a presentation would be made to the Brown County Board of Supervisors. Coincidentally, a few days after the last BCHA meeting, she received a call from Supervisor Zima

requesting them to come and give a presentation. R. Hallet distributed copies of the draft presentation and stated that at tonight's meeting the Authority would be presented with a preview of the presentation that would be made to the County Board and could provide their feedback so that changes could be made.

After the presentation and discussion, it was determined that the Authority's next meeting is on October 19, 2009, and finalization of the presentation will be done at that meeting.

NEW BUSINESS:

8. Review of comments from Resident Advisory Board meeting on September 8, 2009.

F. Hallet distributed the minutes from the Resident Advisory Board meeting to the Authority. There were three suggestions that came from both the oral comments during the meeting and the written comments that were collected. The recommendations are for staff to continuously remain aware of protecting client confidentiality, to be mindful of wording used to describe individuals who have a disability by always indicating first and foremost that they are a person or an individual that has a disability not that they are disabled, and a suggestion about mandating renter's insurance for each HCV recipient.

F. Hallet stated that she did not believe HUD would allow us to require renter's insurance but it is something that could be suggested to the recipients.

C. Hallet stated that she believes that there are some landlords that require their tenants to have renter's insurance as part of the lease.

F. Strong stated that it would be a good idea to let participants know that they are responsible for insuring their belongings and being in this program does not protect them. He also suggested contacting the insurance company that housing authorities throughout the country utilize and see if they would be willing to offer an affordable renter's insurance through their agency.

D. Payne stated that if the insurance company did offer something through their agency the information could be included in the packets that are given to participants.

BILLS:

A motion was made by T. Diedrick and seconded by M. Welch to approve the payment of the bills. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

R. Hallet distributed the response that was sent to the Brown County Board of Supervisors regarding their request to require applicants to the program to check in on a monthly basis.

A motion was made by M. Welch and seconded by T. Diedrick to adjourn the meeting at 5:31 p.m. Motion carried.

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

Sept 16, 2008

Agenda No.:

Motion from the Floor

I make the following motion:

To request a monthly report on the state
of the budget for the entire county, with
areas pointed out that are beginning to show
difficulty.

Signed:

Carol L. Drew

District No.

15

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

Sept. 16, 2008

Agenda No.:

10-f

Motion from the Floor

I make the following motion:

To develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls, with a section to be filled out by our financial officer indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets.

Signed:

Carol A. Andrew

District No.

15

(Please deliver to County Clerk after motion is made for recording into minutes.)

Brown County
Administration
Budget Status Report
8/31/2009

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,038,157	\$ 625,057	60.21%
Fringe Benefits	\$ 380,311	\$ 212,512	55.88%
Operations & Maintenance	\$ 58,016	\$ 22,152	38.18%
Utilities	\$ 4,400	\$ 2,921	66.39%
Chargebacks	\$ 59,267	\$ 34,140	57.60%
Contracted Services	\$ 154,942	\$ 72,112	46.54%
Property Tax Revenue	\$ 1,406,312	\$ 937,544	66.67%
Miscellaneous Revenue	\$ 1,900	\$ 3,042	160.10%
Transfer In	\$ 286,881	\$ 167,999	58.56%

HIGHLIGHTS:

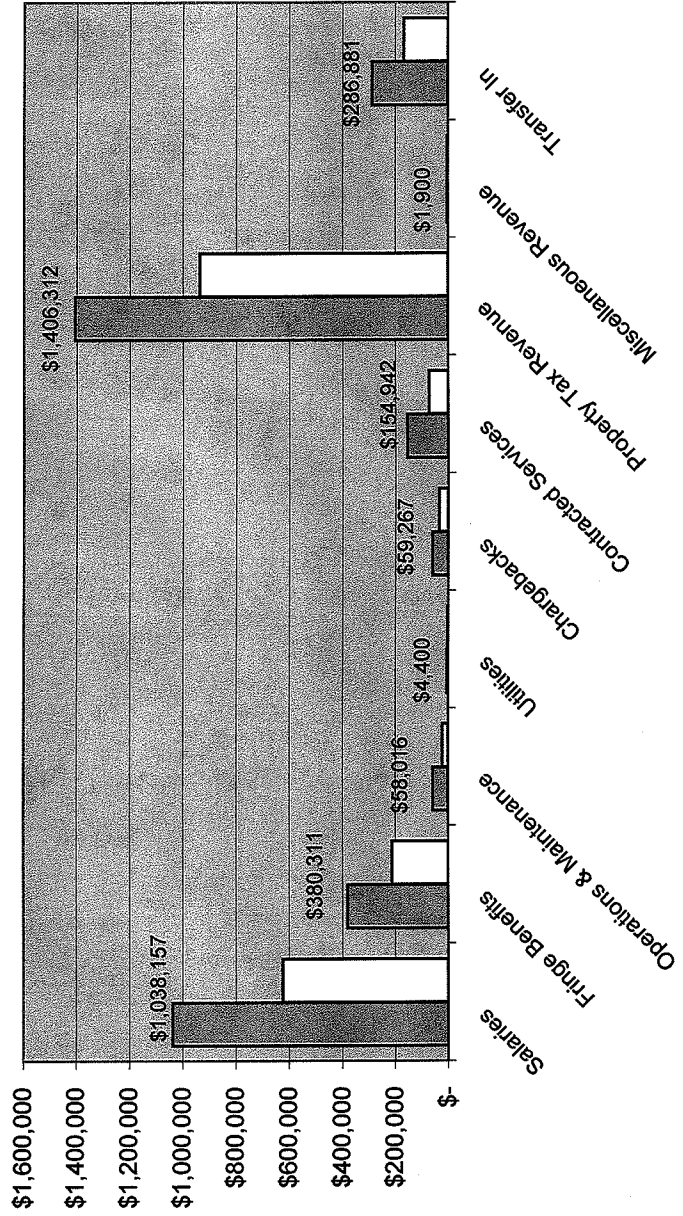
Expenses: Savings is occurring in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated. Additional contracted services expenditures will be incurred for accounting services expected to be complete by the end of the year.

Revenues: Transfer in covers the actual salaries and fringe of 3 L TE staff hired to help with the implementation of the new ERP.

**Administration
August 31, 2009**

■ Annual Budget

□ YTD Actual



	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,211,325	\$ 745,244	61.52%
Fringe Benefits	\$ 536,597	\$ 281,923	52.54%
Operations & Maintenance	\$ 1,668,189	\$ 964,165	57.80%
Utilities	\$ 252,616	\$ 100,049	39.61%
Chargebacks	\$ 5,849	\$ 4,313	73.74%
Contracted Services	\$ 272,915	\$ 75,975	27.84%
Depreciation	\$ 389,903	\$ 272,703	69.94%
Outlay	\$ -	\$ 8,892	-
Charges for Sales and Service	\$ -	\$ 324	-
Miscellaneous Revenue	\$ -	\$ 20,300	-
Charges to County Departments	\$ 4,337,394	\$ 2,340,737	53.97%
Transfer In	\$ -	\$ 26,182	-

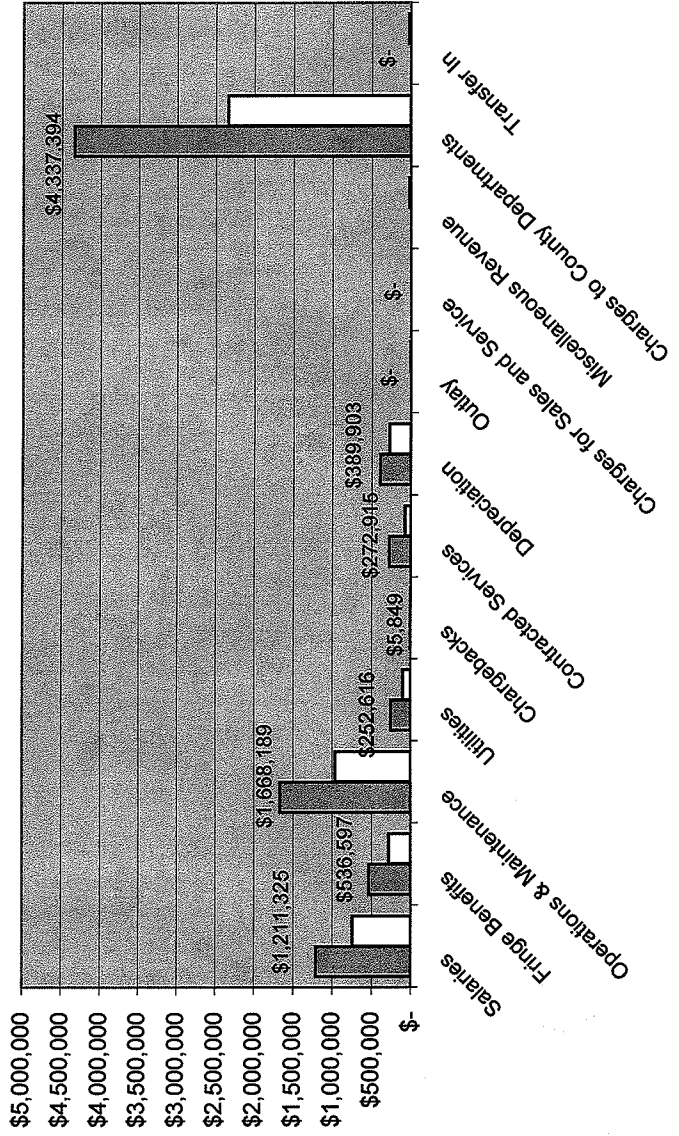
HIGHLIGHTS:

Expenses: Utilities costs are below budget due to the VOIP project phone services being delayed until June, but the costs were expected to start in March. Early implementation of new fiber lines created lower costs in the AT&T line charges. Charges for the new data center have been less than budgeted which has recognized additional savings in Utilities. Contracted Services is less than budget due to the Fiber Optic maintenance costs were overprojected.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Miscellaneous Revenue is for the disposal of assets and a rebate. Transfer In is the 2009 costs incurred for Fiber Optics, which was bond funded, and then transferred as an asset to IS.

Information Services August 31, 2009

■ Annual Budget
□ YTD Actual



2009 BUDGET TRANSFER LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-76	9/15/09	Administration	Request to transfer \$1,535,000 in excess property taxes levied for budgeted health insurance premiums in certain departments back to the General Fund to be applied to the Organizational Efficiency Plan savings budgeted in 2009. See budget transfer for more information and account breakdown.	4	Approved 9/15/09	Y		
09-77	9/14/09	Child Support	Request to allocate funds from the State for IV-D functions to purchase a label printer to be used as part of a file index/maintenance plan. Increase 210.017.001.4302 (State Grant Rev) and 5393 (Equipment Non-outlay) each by \$371.	5	Approved 9/15/09	Y		
09-78	9/18/09	U.W. Extension	Request to allocate leftover revenue received from Farm Technology Days Executive Committee for hosting the event in 2008. Increase 100.088.001.5300.001 (Supplies -- Office) and .5340 (Travel) each by \$1,000; and .4303 (Local Grant Rev) by \$2,000.	5	Approved 9/22/09	Y		
09-79	9/18/09	Facility and Park Management	Request to carryover funds in the Arena Renovation fund balance for three projects budgeted in 2008 and completed in 2009 as well as a safety project that was unplanned for 2009. See budget transfer for more information and account breakdown.	5	Approved 9/28/09	Y		
09-80	9/24/09	Sheriff	Request to allocate \$10,315 in increased DARE revenues from the Crime Prevention Foundation for supplies, equipment non-outlay and telephone expenses. See budget transfer for more information and account breakdown.	5	Approved 9/28/09	Y		
09-81	9/24/09	Sheriff	Request to move budgeted ammunition and range supplies from the Professional Standard Division to the General Division in order to allocate expenses/revenues where they should be and to bring 2009 budgeted and actual dollars in line.	1	N/A	N	---	J2636

GRANT APPLICATION APPROVAL LOG
October Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-38	9/29/09	Sheriff	JAG Recovery Act - Drug Task Force	Office of Justice Assistance	\$450,000	\$0	12/9-11/12	Program will fund 1 FTE Drug Task Force Officer to investigate prescription drug thefts and diversions, 1 FTE Clerk/Typist III for support, two computers and surveillance equipment.

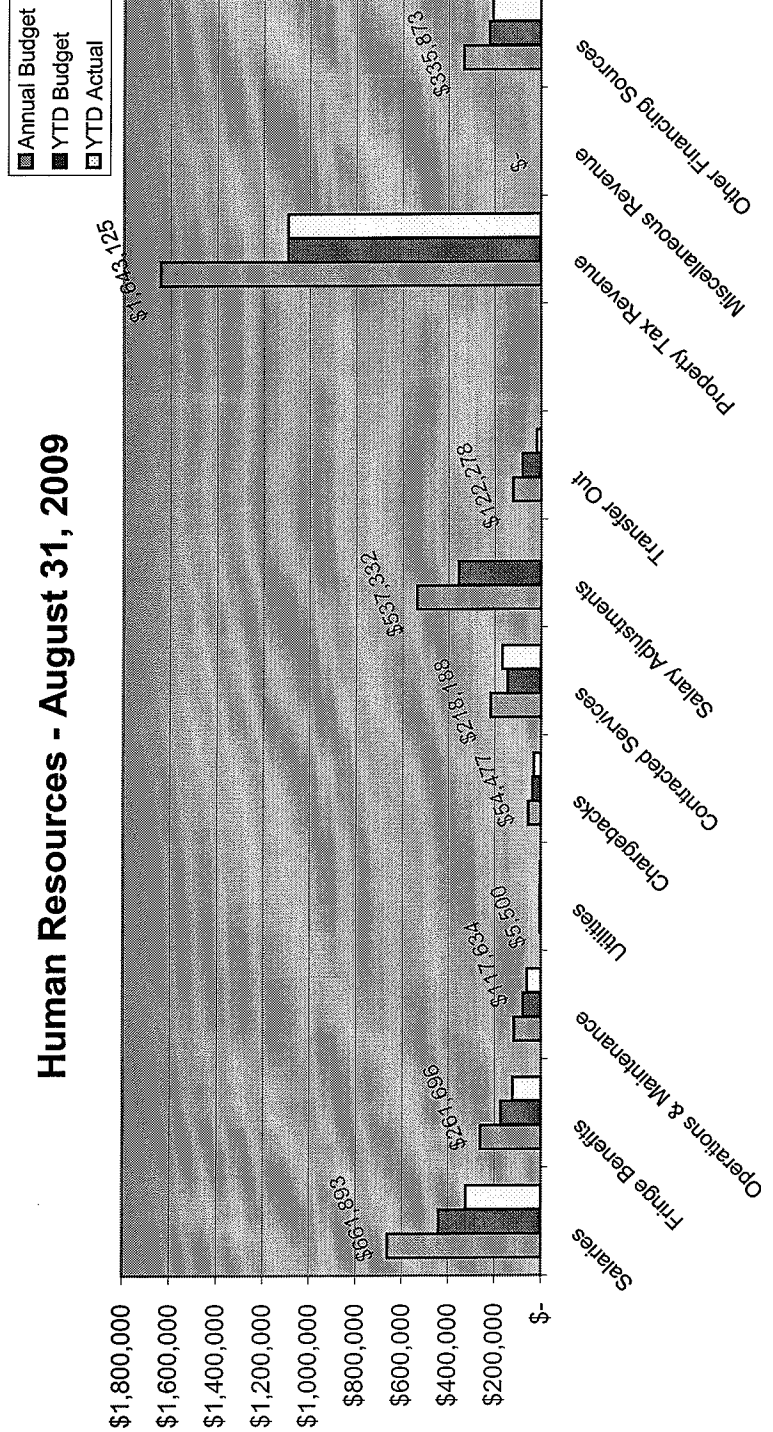
Brown County
Human Resources
Budget Status Report
8/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 661,893	\$ 441,262	\$ 325,349
Fringe Benefits	\$ 261,696	\$ 174,464	\$ 123,190
Operations & Maintenance	\$ 117,634	\$ 78,423	\$ 61,233
Utilities	\$ 5,500	\$ 3,667	\$ 2,487
Chargebacks	\$ 54,477	\$ 36,318	\$ 31,186
Contracted Services	\$ 218,188	\$ 145,459	\$ 167,452
Salary Adjustments	\$ 537,332	\$ 358,221	\$ -
Transfer Out	\$ 122,278	\$ 81,519	\$ 20,156
Property Tax Revenue	\$ 1,643,125	\$ 1,095,417	\$ 1,095,416
Miscellaneous Revenue	\$ -	\$ -	\$ 318
Other Financing Sources	\$ 335,873	\$ 223,915	\$ 208,678

HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

Human Resources - August 31, 2009



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: October 6, 2009
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR SEPTEMBER 2009

Hires:

Full-Time:

Guest Services Coordinator	1
Special Drug Task Attorney	1

Part-Time:

CNA	1
Food Services Supervisor	1
Library Clerk	5
Shelter Care Worker	1

Limited Term/Seasonal/On-Call:

Administrative LTE – Project Member	1
-------------------------------------	---

TOTAL HIRES: 11

Separations:

Full-Time:

Correctional Officer	1
Laundry Coordinator	1
Library Supervisor	1
Telecommunications Operator	1

Limited Term/Seasonal/On-Call:

Assistant District Attorney	1
Co-op/Intern	2
Concessionaire I	1
Grounds Supervisor-UW Ext	1
Horticulture Assistant	2
Summer Help – Golf Course	1

TOTAL SEPARATIONS: 12

Current Employees:

Regular Employees: 1434 (1347.07 FTE's)

Extra Help: 237 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1671

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Nick Evgenides
Risk/Benefits Administrator

RE: Health Reimbursement Account (HRA) Recommendation

DATE: October 15, 2009

Brown County will be offering a voluntary High Deductible Health Plan (Health Reimbursement Account) to employees effective 1/1/2010. This plan requires an administrator for the individual account management. As per County Code 2.06 (11) (d) Human Resources is providing the attached summary as informational to Administration Committee.

M3, Brown County's Consultant, bid the services for the High Deductible Health Reimbursement Account Plan Administration. As per the information provided, Benefit Advantage, the County's current flex benefit administrator, is the most cost effective option. Benefit Advantage can incorporate the administration of this plan with the current Flexible Benefit 125 plan which will achieve additional savings for the County.

It is M3's and Human Resources recommendation to amend the existing contract with Benefit Advantage to include these additional services with an approximate additional cost of \$9,684.

Brown County

Health Reimbursement Account (HRA) Administration Review & Recommendation October 5, 2009

Benefit Advantage: Current Flex Benefit Plan Administrator
UMR: Current Health Plan Administrator
Get More: New Vendor

Vendor	Flex (FSA)*	HRA*	Debit Card *	Annual Cost
Benefit Advantage	\$ 2.50	\$ 3.00	\$ 1.25	\$ 9,684
UMR	\$ 2.50	\$ 3.25	\$ 1.50	\$10,491
Get More	Included	\$29.75	Included	\$96,033
Brown County				

* Fees quoted are per participant per month

- Assumption: Employees who voluntarily opt into the Health Reimbursement Account Plan (HRA) will continue to participate in the Flex Spending Program
- Assumption: 20% participation (269 employees)
- Currently there are 533 members enrolled in the Flex Spending Program and 54 enrolled in the Dependent Care Program

November 9, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

**AN ORDINANCE TO AMEND "SCHEDULE A – RECORDS RETENTION
SCHEDULE – PERSONNEL" APPENDED TO SECTION 3.15 OF THE
BROWN COUNTY CODE**

The Brown County Board of Supervisors does ordain as follows:

Section 1: That portion of "Schedule A – Records Retention Schedule – Personnel"
appended to Section 3.15 of the Brown County Code, is hereby amended to read as follows:

SCHEDULE A

<u>DEPARTMENT</u>	<u>TYPE OF RECORD</u>	<u>METHOD OF PRESERVING</u>	<u>LENGTH OF TIME ORIGINAL TO BE RETAINED</u>	<u>REMARKS</u>
Personnel	1. Employee Personnel File	Original Record	7 years after Separation from Employment	
	2. Applications (Nonemployees)	Original Record	1 Year except Where eligibility list Remains active	
	3. Examination Results	Original Record	3 Years	
	4. EEO - 4 Reports	Original Record	3 Years	
	5. Absentee and Leave Records	Original Record	3 Years	
	6. Job Announcements	Original Record	3 Years	
	7. Job Postings	Original Record	5 Years	
	8. Job History	Original Record	7 years after Separation from Employment	

Section 2: This Ordinance shall become effective upon passage and publication.

Fiscal Impact: None.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved by:

COUNTY EXECUTIVE

Dated Signed: _____

Final Draft Approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2010 BUDGET PROCESS
(Department of Administration)

WHEREAS, a New Position or Position Deletion Request was submitted by the Department of Administration during the 2010 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization;

WHEREAS, in an effort to streamline processes, the Department of Administration and Human Resources recommends a reorganization between the departments to include the addition of 1.00 FTE Risk Manager to transfer of the risk and liability function to the Purchasing division of Administration where efforts currently cross over into contract review and insurance requirements and certificates. In addition, with the deletion of (1.00) FTE Payroll Supervisor and (1.50) FTE Payroll Specialist, the payroll function will transfer to Human Resources to allow a better flow of communications between contract negotiations and the administration of contracts; and

WHEREAS, the Department of Administration further recommends deleting (1.00) FTE Software Support Specialist and (.75) FTE Co-op Student/Student Intern.

Risk Manager	1.00	ADDITION
Payroll Supervisor	(1.00)	DELETION
Payroll Specialist	(1.50)	DELETION
Software Support Specialist	(1.00)	DELETION
Co-op Student/Student Intern	(.75)	DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2010 budget process be effective January 1, 2010.

Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Risk Manager	1.00	Addition	\$ 72,566	\$ 26,985	\$ 99,551
Payroll Supervisor	(1.00)	Deletion	\$(55,538)	\$(23,686)	\$(79,224)
Payroll Specialist	(1.50)	Deletion	\$(59,705)	\$(33,602)	\$(93,307)
Software Support Specialist	(1.00)	Deletion	\$(53,208)	\$(24,997)	\$(78,205)
Co-op Student/Student Intern	(.75)	Deletion	\$(12,870)	\$(1,120)	\$(13,990)
Total Fiscal Impact (Department of Administration)			<u>\$(108,755)</u>	<u>\$(56,420)</u>	<u>\$(165,175)</u>

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2010 BUDGET PROCESS
(Human Resources Department)

WHEREAS, a New Position or Position Deletion Request was submitted by the Human Resources Department during the 2010 budget process; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization;

WHEREAS, in an effort to streamline processes, the Department of Administration and Human Resources recommends a reorganization between the departments to include the deletion of (1.00) FTE Risk/Benefits Administrator from Human Resources and the transfer of the risk and liability function to the Purchasing division of Administration where efforts currently cross over into contract review and insurance requirements and certificates. In addition, the payroll function will transfer to Human Resources with the addition of a 1.00 FTE Benefits & Compensation Manager and 1.50 FTE Payroll Specialist to allow a better flow of communications between contract negotiations and the administration of contracts; and

WHEREAS, the Human Resources Department recommends the deletion of (1.00) FTE Planning, Evaluation & Quality Management position and the addition of 1.00 FTE Organizational Development Coordinator to coordinate the organizational effectiveness initiative and perform analyst duties; and

WHEREAS, the Human Resources Department recommends the addition of 1.00 FTE Safety Coordinator to assume all safety program efforts for Brown County upon completion of the current safety consultant's role; and

WHEREAS, due to streamlining processes, the Human Resources Department recommends the deletion of (1.00) FTE Human Resources Coordinator, the deletion of (1.00) FTE Benefits Program Coordinator and the deletion of (1.00) FTE Co-op Student/Student Intern; and

WHEREAS, with the implementation of the HR/Payroll system in Phase II of the Financial System Project, the addition of .75 FTE Extra Help may be required.

Risk/Benefits Administrator	(1.00)	DELETION
Benefits & Compensation Manager	1.00	ADDITION
Payroll Specialist	1.50	ADDITION
Safety Coordinator	1.00	ADDITION
Planning, Evaluation & Quality Management	(1.00)	DELETION
Organizational Development Coordinator	1.00	ADDITION
Human Resources Coordinator	(1.00)	DELETION
Benefits Program Coordinator	(1.00)	DELETION

Co-op Student/Student Intern
Extra Help

(1.00)
.75

DELETION
ADDITION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2010 budget process be effective January 1, 2010.

Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Risk/Benefits Administrator	(1.00)	Deletion	\$(63,960)	\$(25,319)	\$(89,279)
Benefits & Compensation Mgr.	1.00	Addition	\$ 66,462	\$ 25,803	\$ 92,265
Payroll Specialist	1.50	Addition	\$ 63,437	\$ 31,683	\$ 95,120
Safety Coordinator	1.00	Addition	\$ 50,979	\$ 22,804	\$ 73,783
Planning, Eval. & Quality Mgmt.	(1.00)	Deletion	\$(60,896)	\$(24,725)	\$(85,621)
Organizational Development Coord.	1.00	Addition	\$ 66,315	\$ 25,774	\$ 92,089
Human Resources Coordinator	(1.00)	Deletion	\$(39,304)	\$(20,543)	\$(59,847)
Benefits Program Coordinator	(1.00)	Deletion	\$(40,953)	\$(20,862)	\$(61,815)
Co-op Student/Student Intern	(1.00)	Deletion	\$(17,160)	\$(1,493)	\$(18,653)
Extra Help	.75	Addition	\$ 22,402	\$ 1,949	\$ 24,351

**Total Fiscal Impact
(Human Resources Department)**

\$ 47,322 \$ 15,071 \$ 62,393

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2010 BUDGET PROCESS
(Facility & Park Management Department)

WHEREAS, a New Position or Position Deletion Request was submitted by the Facility & Park Management Department during the 2010 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization;

WHEREAS, the Facility and Park Management Department recommends the deletion of (1.00) FTE Document Center Manager and (1.00) FTE Document Center Specialist. The addition of 1.00 FTE Lead Document Center Specialist is recommended to oversee the daily functions of the Document Center; and

WHEREAS, the Facility and Park Management Department further recommends the addition of .50 FTE Facility Mechanic due to a Facility Tech splitting duties between the Jail and CTC creating a shortage at the Jail; and

WHEREAS, the Facility and Park Management Department recommends the addition of .38 FTE Mail Clerk to better fit the needs of the department; and

WHEREAS, the Facility and Park Management Department recommends the deletion of (.50) FTE Maintenance Worker II, (2.50) FTE Housekeeper I, (.50) FTE Electrician and (.38) FTE Co-op Student/Student Intern.

Document Center Manager	(1.00)	DELETION
Document Center Specialist	(1.00)	DELETION
Lead Document Center Specialist	1.00	ADDITION
Facility Mechanic	.50	ADDITION
Mail Clerk	.38	ADDITION
Maintenance Worker II	(.50)	DELETION
Housekeeper I	(2.50)	DELETION
Electrician	(.50)	DELETION
Co-op Student/Student Intern	(.38)	DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2010 budget process be effective January 1, 2010.

Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Document Center Manager	(1.00)	Deletion	\$(55,538)	\$(23,686)	\$(79,224)
Document Center Specialist	(1.00)	Deletion	\$(36,000)	\$(21,663)	\$(57,663)
Lead Document Center Specialist	1.00	Addition	\$ 40,819	\$ 22,596	\$ 63,415
Facility Mechanic	.50	Addition	\$ 21,754	\$ 11,559	\$ 33,313
Mail Clerk	.38	Addition	\$ 11,273	\$ 7,766	\$ 19,039
Maintenance Worker II	(.50)	Deletion	\$(17,784)	\$(10,790)	\$(28,574)
Housekeeper I	(2.50)	Deletion	\$(64,548)	\$(49,228)	\$(113,776)
Electrician	(.50)	Deletion	\$(30,643)	\$(13,281)	\$ (43,924)
Co-op Student/Student Intern	(.38)	Deletion	\$(6,521)	\$(567)	\$(7,088)
Total Fiscal Impact			<u>\$(137,188)</u>	<u>\$(77,294)</u>	<u>\$(214,482)</u>

(Facility & Park Management Department)

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

November 9, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
CHANGE IN TABLE OF ORGANIZATION
SHERIFF'S DEPARTMENT
(Transfer Accountant position from the Sheriff's Department
to the Department of Administration)

WHEREAS, the present Sheriff's Department Table of Organization includes an Accountant position in pay grade 19, salary range \$51,322 - \$61,280 of the Classification & Compensation Plan; and

WHEREAS, the position was intended to provide accounting services to the Sheriff's Department; and

WHEREAS, as part of the organizational effectiveness initiative to share and centralize services, the Accountant position was evaluated by Human Resources in conjunction with the Sheriff's Department and the Department of Administration; and

WHEREAS, it is recommended that the Accountant position be transferred from the Sheriff's Department Table of Organization to the Department of Administration's Table of Organization to allow for standardized accounting practices, processes and controls and so that this position can provide accounting services to other departments within Brown County; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves transferring the Accountant, pay grade 19, salary range \$51,322 - \$61,280 of the Classification & Compensation Plan from the Sheriff's Department Table of Organization to the Department of Administration's Table of Organization; and

BE IT FURTHER RESOLVED that the Accountant, pay grade 19, salary range \$51,322 - \$61,280 of the Classification & Compensation Plan be eliminated from the Sheriff's Department Table of Organization.

Fiscal Impact: None

Respectfully submitted,

ADMINISTRATION COMMITTEE
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

DATE: August 6, 2009

TO: Debbie Klarkowski
Human Resources Manager

FROM: Paula Kazik
Senior Human Resources Analyst

SUBJECT: Sheriff's Department - Accountant

As part of the 2009 organizational effectiveness initiative, Brown County continues to explore shared and centralized services. As part of this initiative, the Accountant position in the Sheriff's Department was evaluated. Discussions were held between Human Resources, Sheriff's Department, and Department of Administration. Additionally, the Accountant tracked his daily duties for a period, which provided the data for the evaluation and supports the recommendation.

This position provides:

- Accounting supports for the Sheriff's Department; assists in the development of the annual budget; assists in the preparation and administration of grants; provides all reports associated with budgets, grants, and other disbursements.
- Oversees and recommends improvements for and monitors cash management, balances and reconciles deposits and payments.
- Prepares internal reports on benefits, expenses, accounts payable and receivables
- Prepares analysis and special reports for proposed staffing changes or new programs.

In addition to providing support for the above mentioned duties, the Accountant position:

- Counts receipts from cash drawers and prepares deposits
- Collects, sorts, alphabetize, photocopy and deliver time cards to payroll
- Maintain department records regarding paid leave and reconcile periodically to payroll records.

The department utilizes this position at the skill and credentials of an accountant infrequently as a resource for compilation of data, and monthly and annually reporting. Other duties brought out as a result of the evaluation can be performed by a position requiring an Associates Degree. The financial system the county has recently implemented will allow for easier access to financial related information and will eliminate the need for the accountant to create and maintain financial spreadsheets at a department level.

Recommendation:

The relocation of the Sheriff's Department Accountant position to the Department of Administration will provide a better value to Brown County by;

- Allow for standardizing of accounting practices, processes, and controls
- Allow for cross training and provide accounting services to other county departments
- Focus on Sheriff's department's duties and requirements, but use the skills/credentials on true accounting duties.

Therefore, Human Resources is recommending the deletion of one (1) FTE Accountant position in the Sheriff's Department Table of Organization and the addition of one (1) FTE Accountant Position in the Department of Administration Table of Organization.

Attached, please find the fiscal impact associated with the above recommendations.

Accountant (transfer 1.0 FTE from sheriff dept to admin)

Total Fiscal Impact: \$0

2009 Annual Fiscal Impact:

		<u>Add to Admin</u>	<u>Delete from Sheriff</u>	<u>Net fiscal Impact</u>
Salary		54,449	(54,449)	-
Fica	3,990			
Health	17,333			
Dental	1,164			
Life	53			
LTD	196			
Ret	2,450			
Ret Cr	3,212			
Total Fringe		28,399	(28,399)	-
Total Salary & Fringe Impact		82,848	(82,848)	-

2009 Fiscal Impact 11/1/09 - 12/31/09:

		<u>Add to Admin</u>	<u>Delete from Sheriff</u>	<u>Net fiscal Impact</u>
Salary		9,075	(9,075)	-
Fica	665			
Health	2,889			
Dental	194			
Life	9			
LTD	33			
Ret	408			
Ret Cr	535			
Total Fringe		4,733	(4,733)	-
Total Salary & Fringe Impact		13,808	(13,808)	-

Pre-tax deducts

Health	1405.32
Dental	94.44
Life	60
Health Spending	312
Parking	420
Total Pre-tax Deducts	<u>2291.76</u>

**Brown County
Facilities Management
Budget Status Report
8/31/2009**

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,358,143	\$ 1,524,029	64.63%
Fringe Benefits	\$ 1,226,878	\$ 732,130	59.67%
Clothing Allowance	\$ 6,855	\$ 2,274	33.17%
Operations & Maintenance	\$ 546,410	\$ 296,845	54.33%
Utilities	\$ 873,300	\$ 513,521	58.80%
Chargebacks	\$ 126,632	\$ 77,681	61.34%
Contracted Services	\$ 463,969	\$ 211,841	45.66%
Outlay	\$ 157,634	\$ 45,292	28.73%
Transfer Out	\$ 11,470	\$ -	0.00%
Property Tax Revenue	\$ 3,314,499	\$ 2,209,664	66.67%
25x25 Revenue	\$ 50,000	\$ 10,355	20.71%
Services	\$ 15,000	\$ 10,000	66.67%
Miscellaneous Revenue	\$ -	\$ 1,577	
Rents	\$ 661,704	\$ 440,780	66.61%
Intracounty Charges	\$ 1,657,222	\$ 1,055,716	63.70%
Transfer In	\$ 72,866	\$ 64,234	88.15%

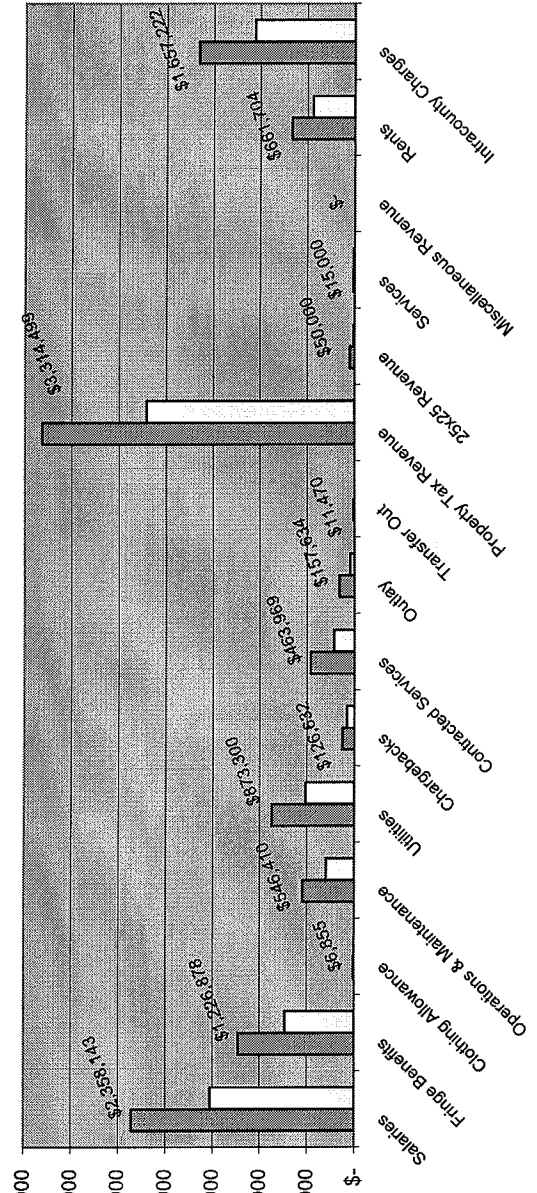
HIGHLIGHTS: Unaudited results

Expenses: We are on track to meet our annual budget. Expenses are at 59% of annual budget

Revenues: We are on track to meet budget with revenues at 66% of annual budget and sufficient to cover expenses.

Facilities Management - August 31, 2009

■ Annual Budget
□ YTD Actual



BID TABULATION RECORD

PROJECT NAME: ROOF REPLACEMENT - SHELTER CARE AND BARKHAUSEN

PROJECT # 1379 SEALED BID

BUYER - DCD

DUE DATE & TIME : 9/30/09 AT 11:00 A.M.

OPENING DATE & TIME: 9/30/09 at 11:00 A.M.

CONTRACTOR

Barkhausen Roof

	Bid 1	Bid 2	Bid 3	Bid 4	Bid 5	Bid 6	Bid 7	Bid 8
Port City Structures	\$ 75,500.00	\$ 77,703.00	\$ 111,760.00	No Bid	\$ 106,059.00	\$ 2,721.00	\$ 1,800.00	No Bid
Blindauer Sheet Metal & Roofing	\$ 65,014.00	\$ 66,206.00	No Bid	No Bid	No Bid	\$ 4,321.00	\$ 550.00	Deduct \$4,500
La Plant Roofing & Construction	No Bid	No Bid	No Bid	\$ 62,890.00	No Bid	No Bid		

CONTRACTOR

Shelter Care Roof

	Bid 1	Bid 2	Bid 3	Bid 4	Bid 5	Add % Deduct	Bid Bond	Addendum 1	Addendum 2
Port City Structures	\$ 41,452.00	\$ 44,986.00	\$ 76,475.00	No Bid	\$ 71,136.00	1.50	Yes	Yes	Yes
Blindauer Sheet Metal & Roofing	\$ 39,605.00	\$ 41,258.00	No Bid	No Bid	No Bid	0.00	Yes	Yes	Yes
La Plant Roofing & Construction	No Bid	No Bid	No Bid	\$ 50,635.00	No Bid	4.00	Yes	Yes	Yes

Bid Analysis - Barkhausen and Shelter Care Roofs

10/06/2009

	Bid 1	Bid 2	Bid 3	Bid 4	Bid 5
	Asphalt Single - 30	Asphalt Single - 40	Metal Shingle	Metal Shingle, Granular	Metal Standing Seam
Low Bid (Barkhausen and Shelter Care with deducts)	\$ 104,619.00	\$ 107,464.00	\$ 185,411.48	\$ 108,984.00	\$ 174,537.08
Warrantly	30	40	Lifetime	Lifetime	50
Prorated Cost					
1 Year	\$ 3,487.30	\$ 2,686.60	\$ 3,708.23	\$ 2,179.68	\$ 3,490.74
30 Years	\$ 104,619.00	\$ 80,598.00	\$ 111,246.89	\$ 65,390.40	\$ 104,722.25
40 Years	\$ 139,492.00	\$ 107,464.00	\$ 148,329.18	\$ 87,187.20	\$ 139,629.66
50 Years	\$ 174,365.00	\$ 134,330.00	\$ 185,411.48	\$ 108,984.00	\$ 174,537.08
50 Year Low Bid				\$ 108,984.00	
50 Year Diff	\$ 65,381.00	\$ 25,346.00	\$ 76,427.48	\$ -	\$ 65,553.08

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JULY

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of July 31, 2009.

Associated Bank and Chase Bank	\$7,359,689.46
Bank Mutual and Denmark State Bank	\$3,342,122.20
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$1,573,184.15
Emergency Fund	(\$120,434.70)
NSF Checks Redeposited	\$4,257.75
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$12,763.61)
UMR Sweep Account	(\$578,119.82)
Bank Error(s)	\$0.00
Total	\$11,567,935.43
Less Outstanding Checks	(\$3,258,907.44)
Other Reconcilable Items	(\$8,256.19)
Balance Per County	\$8,300,771.80

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of July 31, 2009

	2008	2009
Year-to-Date Interest Received	\$2,750,507.33	\$1,386,993.63
Interest Received-Current Month	\$235,617.72	\$213,262.67
Year-to-Date Interest Unrestricted Funds	\$2,986,125.05	\$1,600,256.30
Working Capital Reserves Invested	\$148,780,419.06	\$173,667,428.34
Restricted Investments	\$39,904,011.85	\$26,455,197.85
Total Funds Invested	\$188,684,430.91	\$200,122,626.19
Certificates of Deposits	\$27,600,000.00	\$17,350,000.00
Treas-Gov't Agencies	\$37,125,199.48	\$41,184,232.87
Commercial Paper	\$31,843,052.14	\$9,986,544.73
Money Mkt-Pool	\$92,116,179.29	\$131,601,848.59
Total	\$188,684,430.91	\$200,122,626.19

Rate of Return: 2.876% 1.208%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as July 31, 2009. Statement of Investments for the month of July have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF AUGUST

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of August 31, 2009.

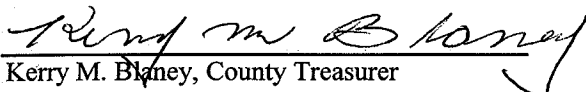
Associated Bank and Chase Bank	\$3,103,386.11
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$173,482.87
Emergency Fund	(\$8,519.46)
NSF Checks Redeposited	\$190.00
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$36,112.92)
UMR Sweep Account	(\$482,966.00)
Bank Error(s)	\$0.00
Total	\$2,749,460.60
Less Outstanding Checks	(\$1,786,897.21)
Other Reconcilable Items	(\$16,223.26)
Balance Per County	\$946,340.13

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of August 31, 2009

	2008	2009
Year-to-Date Interest Received	\$2,986,125.05	\$1,600,256.30
Interest Received-Current Month	\$477,656.40	\$249,833.08
Year-to-Date Interest Unrestricted Funds	\$3,463,781.45	\$1,850,089.38
Working Capital Reserves Invested	\$116,736,464.86	\$110,062,184.85
Restricted Investments	\$39,904,011.85	\$26,455,197.85
Total Funds Invested	\$156,640,476.71	\$136,517,382.70
Certificates of Deposits	\$27,100,000.00	\$10,350,000.00
Treas-Gov't Agencies	\$37,162,484.42	\$42,705,797.21
Commercial Paper	\$0.00	\$1,998,361.11
Money Mkt-Pool	\$92,377,992.29	\$81,463,224.38
Total	\$156,640,476.71	\$136,517,382.70

Rate of Return: 2.825% 1.296%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as August 31, 2009. Statement of Investments for the month of August have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 255,538	\$ 170,359	\$ 148,714
Fringe Benefits	\$ 131,229	\$ 87,486	\$ 54,979
Operations & Maintenance	\$ 133,930	\$ 89,287	\$ 99,450
Travel & Conference	\$ 2,000	\$ 1,333	\$ 1,314
Utilities	\$ 3,100	\$ 2,067	\$ 1,430
Contracted Expenses	\$ 27,500	\$ 18,333	\$ 2,681
Total Other	\$ 102,610	\$ 68,407	\$ 42,962
Total Expenses	\$ 655,907	\$ 437,271	\$ 351,530
Property Tax Revenue	\$ 1,400,000	\$ 933,333	\$ 1,247,924
Interest on Investments	\$ 2,625,000	\$ 1,750,000	\$ 1,309,793
Miscellaneous Revenue	\$ 44,300	\$ 29,533	\$ 51,639
Total Revenues	\$ 4,069,300	\$ 2,712,867	\$ 2,609,356

Net Levy Distribution

\$ 3,413,393 \$ 2,275,595 \$ 2,257,826

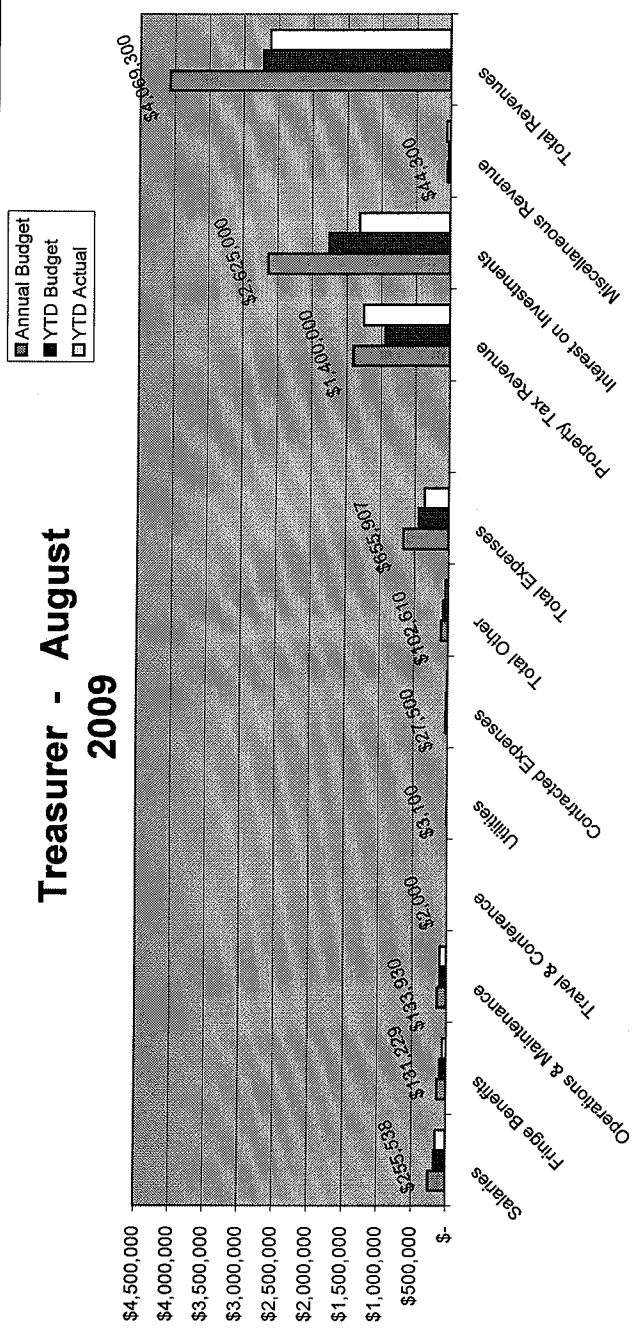
\$ (17,766) BUDGET VARIANCE

PLEASE NOTE:

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerably less returns on all our investments than forecasted.

Our expenditures are \$85,741 below budget.

Treasurer - August 2009



PRODUCTION *Brown Co* PRODUCTION

AUGUST 2009 BUDGET PERFORMANCE REPORT

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
Fund: 100 - GE									
Revenues									
PTX - Property taxes	(3,413,393.00)	0.00	(3,413,393.00)	(284,449.00)	0.00	(2,275,592.00)	(1,137,801.00)	67%	(3,481,425.00)
OTX - Other taxes	1,400,000.00	0.00	1,400,000.00	260,372.24	0.00	1,247,923.54	152,076.46	89%	1,811,257.93
ICS - Intergovernmental charges for services	20,000.00	0.00	20,000.00	441.76	0.00	28,876.00	(8,876.00)	144%	20,649.16
MRV - Miscellaneous revenue	24,300.00	0.00	24,300.00	926.14	0.00	22,763.22	1,536.78	94%	28,980.02
IIE - Interest & investment earnings	2,625,000.00	0.00	2,625,000.00	203,928.07	0.00	1,309,793.38	1,315,206.62	50%	3,119,541.99
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,260.00
Revenue Totals:	\$655,907.00	\$0.00	\$655,907.00	\$181,217.21	\$0.00	\$333,764.14	\$322,142.86	51%	\$1,500,264.10
Expenditures									
PER - Personnel services	255,538.00	0.00	255,538.00	19,670.91	0.00	148,713.66	106,824.34	58%	228,122.76
FBT - Fringe benefits and taxes	131,229.00	0.00	131,229.00	7,444.96	0.00	54,979.32	76,249.68	42%	101,266.14
OPM - Operations and maintenance	100,417.00	0.00	100,417.00	11,814.41	1,962.99	80,153.73	18,300.28	82%	109,189.22
UTL - Utilities	3,100.00	0.00	3,100.00	202.47	0.00	1,430.03	1,669.97	48%	2,526.17
CHG - Chargebacks	35,513.00	0.00	35,513.00	2,357.20	0.00	20,610.34	14,902.66	58%	96,333.94
CON - Contracted services	27,500.00	0.00	27,500.00	2,681.40	0.00	2,681.40	24,818.60	10%	0.00
OTH - Other	102,610.00	0.00	102,610.00	(63.64)	0.00	42,961.80	59,648.20	42%	94,278.28
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	10,653.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$655,907.00	\$0.00	\$655,907.00	\$44,107.71	\$1,962.99	\$351,530.28	\$302,413.73	54%	\$642,369.51
Revenue Total:	\$655,907.00	\$0.00	\$655,907.00	\$181,217.21	\$0.00	\$333,764.14	\$322,142.86	51%	\$1,500,264.10
Expenditure Total:	\$655,907.00	\$0.00	\$655,907.00	\$44,107.71	\$1,962.99	\$351,530.28	\$302,413.73	54%	\$642,369.51
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$137,109.50	(\$1,962.99)	(\$17,766.14)	\$19,729.13		\$857,894.59
Revenue Grand Total:	\$655,907.00	\$0.00	\$655,907.00	\$181,217.21	\$0.00	\$333,764.14	\$322,142.86	51%	\$1,500,264.10
Expenditure Grand Total:	\$655,907.00	\$0.00	\$655,907.00	\$44,107.71	\$1,962.99	\$351,530.28	\$302,413.73	54%	\$642,369.51
Grand Total:	\$0.00	\$0.00	\$0.00	\$137,109.50	(\$1,962.99)	(\$17,766.14)	\$19,729.13		\$857,894.59